



Thomas Ford Memorial Library
Board of Trustees
Minutes of the November 29, 2022

Foster called the meeting to order at 7:00 p.m.

Present: Baker, Carroll, Fahrenbach, Foster, Kartsounes, Montgomery Absent: Hanson

Also present: Bodewes, Lewandowski, Resident Lynn Castro

MOTION: Minutes of the October 25, 2022 meeting of the Board of Trustees

Baker moved to approve as presented the minutes of the October 25, 2022 meeting of the Board of Trustees; Montgomery seconded the motion. All approved.

Treasurer’s Report

Foster reviewed the October 2022 treasurer’s report and vendor list. Expenses were of the usual sort with end-of-year spending for books, computers and Hoopla credits. It was noted that delayed property tax bills have been issued online; delayed tax revenue is expected in December.

October 2022 Treasurer’s Report

Library Operating Fund #920	\$577,438.39
Graham Trust Fund #925	\$273,852.64
Building Maintenance Fund #930	\$127,921.388
Capital Fund #970	\$108,285.72
Timber Trails Fund #950	\$70,049.27
Debt Retirement Fund #940	\$133,835.53
October 2022 Vendor List	\$109,378.27

MOTION: October 2022 Treasurer’s Report

Carroll moved to approve the October 2022 treasurer’s report and vendor list; Montgomery seconded the motion.

Roll Call:

Baker AYE

Carroll AYE

Fahrenbach AYE

Foster AYE

Kartsounes AYE

Montgomery AYE

All approved.

Librarian’s Report

- **Professional Development.** Staff are again attending conferences in-person. Attached are conference reports from Jennie Stevens, who attended the Illinois Library Association’s annual conference, and Lily Mayfield, who attended the Young Adult Library Services Association’s annual symposium in Baltimore. Conference information and experiences are shared amongst colleagues. Congratulations also go to

Jennie Stevens for having been named an American Library Association 2023 Emerging Leader. Jennie will join peers from across the country in workgroups, networking, and leadership development.

- **TFML Newsletter.** The December-January-February issue of the newsletter has been delivered to residences this week. We have many virtual and in person programs and activities planned to get our patrons through the holidays. Enjoy our first full-color newsletter; it's a pleasure to read.
- **Winter Reading Challenge!** Read four or more books this winter and receive a pair of TFML socks; also get a hot cocoa kit upon signup. This first-time Winter Reading Challenge is open to readers 5th grade and up.
- **December Board Meeting.** As is long-standing practice, the Library Board will not meet in December unless warranted by budget issues. The next regular meeting will be held in January.
- **FY23 Budget** is discussed later on agenda.
- **Statistics and Departmental Reports** were presented.

Visitors/Public Comment: Resident Castro commended the quality of the Library's newsletter. She asked the Board to consider including Board meeting dates in the newsletter. She also requested that monthly statistics be made available.

Communications: No communications.

Committees:

Finance

Minutes of October 25, 2022 Finance Committee meeting

Baker moved to accept as presented the minutes of the October 25, 2022 meeting of the Finance Committee. Foster seconded the motion. All ayes.

FY23 Budget and FY23 Levies

The Board accepted the FY23 Budget as presented. Bodewes and Foster will attend the December 5 Village Public Hearing, where the FY23 Budget and Levies will be presented and accepted. Adoption will be approved at the December 19 Village Board meeting and documents will be forwarded to the County for filing.

Kartsounes moved that the FY23 Budget be accepted as presented. Carroll seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Kartsounes AYE
Montgomery AYE
All approved.

FY23 Levies

Levies for FY23 in the amount of \$1,863,978 were reviewed. This represents a 2.0% increase over FY22.

Library Operating Fund #920

Foster moved that a levy in the amount of \$1,411,240 be approved for the purpose of operating the Thomas Ford Memorial Library and providing FICA coverage in FY23. Baker seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Kartsounes AYE
Montgomery AYE
All approved.

Building Maintenance Fund #930

Foster moved that a levy in the amount of \$148,578 be approved for the purpose of maintaining and repairing the Library building and equipment during FY23. Carroll seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Kartsounes AYE
Montgomery AYE
All approved.

IMRF

Foster moved that a levy in the amount of \$53,000 be approved for the purpose of providing IMRF coverage for Library employees during FY23. Montgomery seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Kartsounes AYE
Montgomery AYE
All approved.

Bond

Foster moved that a levy in the amount of \$251,160, including a 5% allowance for loss, be approved for the purpose of General Obligation Bond repayment due in FY23. Carroll seconded the motion.

Roll Call:

Baker AYE
Carroll AYE
Fahrenbach AYE
Foster AYE
Kartsounes AYE
Montgomery AYE
All approved.

Building and Grounds

- Signage lighting was installed at the entry to the Adult Services area. Signage lighting will also be installed in the lobby.
- Shelving for the Teen/Tween graphics novel collection has been ordered.

- The parkway along Chestnut Street was dug up for utility work (AT&T). It was repaired and will be monitored in the spring.

Personnel

Library Director Annual Review. The Personnel Committee chair will reach out to Board members regarding the 2022 Library Director review.

Library Friends

Montgomery reported on the November 9 meeting. The fall book sale held on November 5-6 was very successful generating revenue of \$2,100. Book donations will be paused until 2023. Program funding requests will be reviewed at the January meeting. The Board expressed appreciation for the generous support in both time and funding by the Library Friends.

Library Foundation

Lewandowski reported on 2022 Appeal. There has been very strong community response with over \$12,000 in donations received to date. The online donation feature has been used for 30% of donations to date.

New Business

Board of Trustees 2023 Calendar

The 2023 calendar was presented. Schedule issues should be emailed to Bodewes/Lewandowski. Montgomery moved to accept as presented the 2023 calendar. Foster seconded the motion. All ayes.

There being no other business, Baker moved to adjourn at 7:56 p.m.; Carroll seconded the motion. All approved.

The next regular meeting of the Board of Trustees will be held on Tuesday, January 24, 2023.

Respectfully submitted,

Kathleen Lewandowski
Recording Secretary